



**Republic of the Philippines
Supreme Court
Office of the Court Administrator
Manila**

OCA CIRCULAR NO. 258-2022

TO: ALL CONCERNED JUDGES AND COURT PERSONNEL OF THE FIRST AND SECOND LEVEL COURTS, AS WELL AS COURT USERS NATIONWIDE

SUBJECT: COURT OPERATIONS FROM 1 OCTOBER 2022 UNTIL FURTHER ORDERS OF THE COURT

As the COVID-19 situation in the country has not drastically changed, and as authorized by Chief Justice Alexander G. Gesmundo, **court operations** from 1 October 2022 until further orders of the Supreme Court (Court) will essentially remain the same as provided in OCA Circular No. 236-2022 dated 15 September 2022, subject to the following:

COURT OPERATION GUIDELINES
<input type="checkbox"/> Courts and judicial offices are FULLY OPERATIONAL and all judicial services should be made available
<input type="checkbox"/> Maintain a 100% workforce
<input type="checkbox"/> Flag raising/lowering ceremonies can be held
<input type="checkbox"/> Saturday duty should continue
<input type="checkbox"/> Jail visitation as provided for in OCA Circular No. 107-2013 dated 30 August 2013
<input type="checkbox"/> Night courts are permitted to operate in stations where these have been organized or required
<input type="checkbox"/> Pleadings, motions and other court submissions may be filed or served by registered mail, through the services of duly accredited private couriers, or by transmitting them through electronic mail in accordance with the existing electronic filing guidelines
<input type="checkbox"/> Regular office hours as prescribed in OCA Circular No. 09-2015 dated 21 January 2015 shall be observed, i.e., Monday to Friday, 8:00 A.M. to 5:00 P.M. (for Judicial Regions 1 to 12) and 8:00 A.M. to 4:30 P.M. (for National Capital Judicial Region)
<input type="checkbox"/> Personal filing and follow-up of cases are allowed, subject to strict health protocols being observed.

Priority shall be given to in-court or face-to-face hearings and the conduct of videoconferencing hearings, if warranted, in court, from home or in other locations shall be subject to the provisions of OCA Circular No. 43-2022 dated 1 March 2022. Also, the raffle of cases in multi-sala stations should be in-person.

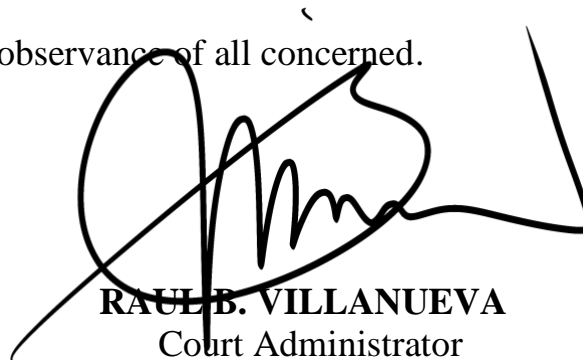
All health and safety protocols against or to prevent COVID-19 shall be strictly complied with and observed. Further, the wearing of face masks while inside the halls of justice is mandatory and not yet optional at this time.

In the event that Judges or court personnel may have pressing concerns regarding their operations from 1 October 2022, the same shall be referred to the Office of the Court Administrator (OCA) for appropriate action.

Any other issuances of the Court or the OCA that are inconsistent herewith will no longer be applicable.

For the strict compliance and observance of all concerned.

30 September 2022



RAUL B. VILLANUEVA
Court Administrator